

Higher Education Partnerships Grant- Australian Universities

Form Preview

PART A: UNIVERSITY DETAILS

* indicates a required field

Please read the HEP Grant Guidelines [hyper link here](#) to prepare this application form.

Name of the University *

Faculty or department participating in project. *

University Address (Street, City, Postal code) *

PART B: PROJECT OVERVIEW

* indicates a required field

Project title (No more than 14 words) *

Name of Partner PNG University *

Is this a new project or continuing collaboration *

☐ New

☐ Continuing

*Please tick one.

Project Duration

Up to 12 months

Start date (No later than 1 February 2027) *

Must be a date.

End Date (No later than 1 February 2028) *

Must be a date.

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Total funding sought by Australian university (Up to AUD200,000)

PART C: PROJECT

* indicates a required field

1: Project Description

Describe the proposed project (provide relevant context and background), and the issue, problem or opportunity it will address. *

2: Intended Outcomes

List two to four key intended outcomes of this project. For each outcome, briefly describe the change or improvement you expect the project to achieve *

Ensure at least one outcome promotes the inclusion of women, people with disabilities or those from remote and rural areas. Example: Academics have increased confidence in using student feedback data to revise course content, leading to improved teaching practice.

3: Intended outputs

List two to four key outputs you expect the project to achieve. Example: revised curricula, new processes and systems or other resources *

Maximum 150 words

4: Activity Log

Provide a detailed account of expected activities by quarter.

Quarter	Activities
1:	
2:	
3:	

4:

5: Monitoring, Evaluation and Learning (MEL)

Describe the Monitoring, Evaluation and Learning (MEL) activities that will be used to monitor progress towards the intended outcomes, evaluate project performance and capture and apply lessons throughout implementation. At least one measure should be associated with gender, persons with disability and people from remote locations and communities. *

Maximum 200 words

6: Collaboration

Describe how this project is a collaborative initiative between your and PNG University and how it will strengthen people-to-people and university-to-university partnerships?

Maximum 200 words

7: Strategic Purpose

Describe how the project aligns with the university's strategic plans and the impact this project will have on the department and/or university. *

Maximum 200 words

PART D: PROJECT TEAM AND BUDGET

** indicates a required field*

1: Project Lead

This is the primary high-level liaison point for AAPNG

Name: *

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Position: *

Email: *

Phone Number: *

2: Proposed academic and professional staff involved in the project

List their names and positions. example, Dr Smith, Head of Department, will facilitate workshop, smith@university.com.au

Name:	Position	Role in project	Email
			Must be an email address.

3: Budget Request

Provide a breakdown of budget in line with project plan.

for example, 5 day workshop for 20 people.

Budget Items	Description	Rationale for budget item	Total Cost AUD
*Please refer to items ineligible for funding in the guideline			Must be a number.

Total Funding Request (AUD)

Total AUD

This number/amount is calculated.

4: In-Kind Support

Provide details of in-kind support from Australian university

Budget Items	Description	Total (AUD)
	eg.Ticket for x3 pax	Must be a number.

Total In-Kind Support (AUD)

This number/amount is calculated.

PART E: PROJECT MANAGEMENT

* indicates a required field

Project Management

1: Briefly describe how the university will manage and oversee the project, including decision-making, reporting, communication and arrangements between project partners to ensure the intended project outcomes are achieved. *

Maximum 150 words

Resources

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2: What resources, expertise, mechanisms, experience from past projects exist within the university to successfully deliver the project. *

Maximum 150 words

3: List up to four main risks to achieving the project's aims and how these risks will be mitigated.

#	Risk	Mitigation actions
	Include significance of risk and likelihood	Describe actions taken to reduce or manage this risk

4: Describe how the project will be designed to have lasting results or benefits that will continue beyond the grant period. or example, through institutional ownership, strengthened capability, ongoing partnerships, continued activities or sharing lessons learned. *

Maximum 150 words.

PART F: GRANT AGREEMENT REPRESENTATIVE

* indicates a required field

The following two people will listed as contact persons on the grant agreement

Grant agreement representative

Name: *

Position: *

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Address: *

Phone Number: *

Email: *

Grant escalation rep (*in event of a dispute*)

Name:

Position:

Address:

Phone Number:

Email:

PART G: ENDORSEMENT

** indicates a required field*

Endorsement by Vice Chancellor or Director Research or International Relations *

Attach a file: